

See Instructions on Reverse Side

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|--|---------------------|------------------|---|---------|---|---|-------------------------------|------|---|---|--|
| 1. To Giffels LLC / IBI Group 25200 Telegraph Rd., Suite 200 Southfield, MI 48033 Attention: Submittals Coordinator Email to: ST_Document_Submissions@IBIGroup.com | | | 2. From | | 3. Project Title & Location Brookhaven National Lab Central Chilled Water Fac Ph II Exp | | 4. Submittal Date | | 5. New <input type="checkbox"/> Resubmittal <input type="checkbox"/> | | |
| | | | | | | | 6. Contractor's Submittal No. | | | | |
| | | | | | | | 7. Partial Submittal No. | | 8. Resubmittal No. | | |
| 10. Contract IF | | | 11. Giffels Professional Engineering Project No. SF070003 | | 9. Contractor's Project ID | | | | | | |
| 12. Page No. | 13. Mfr./Contractor | 14. Spec Section | 15. Item Description | | | 16. No. Of Copies | | | | GPE use only | |
| | | | | | | Prints | Reprod | Cat. | Samp. | ACTION CODE | |
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| 17. Contractor's Remarks | | | 18. The undersigned certifies that the above submitted items have been reviewed in detail and are correct and in strict conformance with all requirements of the contract documents except as otherwise noted. Note: Approval of items submitted does not relieve contractor from complying with all requirements of the contract documents. Name of Contractor _____ Signature _____ | | | 19. For Contractor/CM Use | | | | | |
| Giffels Professional Engineering Tracking Number and Date Received | | | Dept. | Ck'd by | Date | Action Codes: The contractor is responsible for complying fully with the contract documents. Submittals are reviewed by Giffels Professional Engineering for functional requirements only. A. Approved. B. Approved except as noted; resubmittal not required. C. Not approved; correct and resubmit. D. Other: See comments. | | | | Giffels Professional Engineering / Owner Comments | |
| Copies/Distribution: | | | ST/AT | | | | | | | | |
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| Standard Submittal Form | | | Primary Dept. Checker | | | Returned to contractor on | | | | | |
| | | | Review completed on | | | | | | | | |



Giffels, LLC / IBI Group

Instructions for Use

- A. Use this form for all submittals. Use a separate form for each submittal listed on the "Submittals List" for this contract.
- B. Fill in all blank spaces above the heavy dividing line in the following manner:
 - 1) Address of Giffels Professional Engineering or Owner's Office to whom submittal is being made.
 - 2) Contractor's address where submittal is to be returned.
 - 3) Project Title and Location.
 - 4) Indicate Submittal Date.
 - 5) Check the appropriate box for New or Resubmittal.
 - 6) Contractor's Submittal or Tracking No. Use 1, 2, 3 etc. for easy reference.
 - 7) If this is a Partial Submittal of this item, indicate this in the Partial Submittal box by placing a 1 in the box for the first submittal, 2 for the second, etc. If this is a complete submittal, leave space blank.
 - 8) If this is a resubmittal (revision to a previous submittal), use the original submittal number and place the letter A in the resubmittal box for the first resubmittal, B for the second, etc. If this is a new submittal, leave space blank.
 - 9) Contractor's Project No. or similar ID.
 - 10) Contract Description.
 - 11) Giffels Professional Engineering Project Number.
 - 12) Indicate the Specification Section Page Number relating to the submittal.
 - 13) Manufacturer/Contractor - Insert a short statement that will identify the item along with the Subcontractor's or Manufacturer's name.
 - 14) Indicate the Specification Section Number relating to the submittal or provide the name of the responsible technical discipline.
 - 15) Item Description - Insert a short statement describing the submitted item in generic terms (e.g., Misc. Iron, Globe Valves, etc.) with a list of all drawing or identifying numbers.
 - 16) No. Of Copies - Indicate the number of copies and type of submittal for each item being submitted.
 - 17) Indicate appropriate remarks as required and sign the certification that all submittals have been reviewed.
 - 18) Contractor/CM signature and date.
 - 19) Additional area for Contractor/CM use.
- C. The balance of this form will be filled in by the Owner or Giffels Professional Engineering and returned to the Contractor along with the submittal.